



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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June 30, 2008

To: Department Heads

From: Richard Sanchez   
Acting Chief Information Officer

Subject: **FACILITIES RESERVATION SYSTEM AND UNIFIED WEBSITE UPDATE**

In a memo dated April 17, 2007, this Office recommended the formation of a Facilities Reservation Work Group with a goal of acquiring a software package and implementing a public facing countywide facilities reservation website and improving the management of these facilities by streamlining reservation activities. This website would be accessible via the County's Internet Portal and enable the public 24 by 7 access to find, view, and reserve (via credit card) County facilities (e.g., picnic areas, RV park spaces, community rooms, conference facilities, etc.).

The following are the Work Group's key accomplishments.

- Conducted a meeting on May 2, 2007, with Parks & Recreation, Beaches & Harbors, DHS, Treasurer & Tax Collector, and ISD to discuss project approach, scope, funding and resource alternatives. Departments expressed common needs including the ability to accept class registrations.
- Formed a Facilities Reservation Work Group comprised of Parks & Recreation, Beaches & Harbors, ISD, and CIO. The Work Group, after discussion and vendor demonstrations, determined that a commercial-off-the-shelf system would address the defined needs, and began development of a Request for Proposal (RFP).
- Established a Project Steering Committee to maintain the project's direction and ensure business objectives were being addressed. The project was formally named the Los Angeles County Activity and Recreation Reservations System (LACARRS).
- Completed development of the LACARRS functional and technical requirements and are working towards completing the Request for Proposals (RFP).

The Work Group has recommended, and this Office concurs, that the solution selected from this RFP be used for future County facility reservation and class registration activities. I would encourage departments that may have a future need for this system to examine the RFP document to ensure that your departmental needs are adequately addressed.

The following identifies the remaining key activities and timeframes to be addressed.

- Complete development of the LACARRS RFP in the July-August 2008 timeframe.
- Complete RFP vendor selection by September 2008.
- Negotiate vendor agreement and seek Board approval by December 2008.
- Initiate LACARRS implementation in the first quarter of 2009.

If you have questions regarding this project or would like to review the requirements document, please contact Roozan Zarifian, Associate CIO, at (562) 940-2002 or e-mail [rzarifian@cio.lacounty.gov](mailto:rzarifian@cio.lacounty.gov).

RS:FC:RZ:ygd

c: Ellen F. Sandt, DCEO, Operations  
Board IT Deputies  
Department CIOs/IT Managers